

Town of



AMHERST *Massachusetts*

HUMAN RESOURCES DEPARTMENT
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Please Post

Library Assistant II—Technical Services

The Jones Library has an opening for Library Assistant II to perform data entry, some cataloging, assist with acquisitions, and process library materials. Applicants must have two years general office experience, attention to detail, excellent keyboarding and data entry skills. Library experience in a technical services department or library coursework is preferred. This is Level A on the SEIU union scale with a salary range of \$755.96 to \$827.12 biweekly with benefits. Apply by **April 1, 2005** to Human Resources, Town Hall, 4 Boltwood Avenue, Amherst, MA 01002. Application available at www.town.amherst.ma.us/HR Amherst is an EEO/AA employer and encourages women and minorities to apply. No telephone calls please.

POSITION DESCRIPTION

NAGE Level A

Library Services

Library Assistant II, Cataloging

Job Summary

Performs variety of specialized clerical tasks, related to cataloging and technical processing of all library materials.

Supervision Received

Works under the supervision of the Head of Technical Services who provides instruction as needed. Performs regular duties without close supervision. Refers situations not covered by procedures to supervisor.

Supervision Exercised

The employee is responsible for his/her own work. Also assists in training and supervision of student assistants and volunteers, as directed by the Head of Technical Services.

Major Duties

1. Performs data entry for all new library materials.
2. Produces or supervises production of spine labels and pockets, typing and proofreading accurately.
3. Unpacks and verifies new shipments of materials. Helps to maintain the order files.
4. Performs retrospective conversion of card catalog as directed; makes corrections in database.
5. Produces small number of catalog cards using computer program(s).
6. Withdraws materials from collections; reinstates returned discarded books.
7. Performs other similar duties as assigned.

Desired Minimum Qualifications

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of library practices and procedures. Skill in operation of listed tools and equipment; reliable work habits; willingness to follow set routines; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with supervisors and staff.

Special Requirements

None

Tools and Equipment Used

Phone; computer terminal; personal computer; copy machine; fax machine.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is an office setting. The noise level in the work environment is generally quite.

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.